February 1, 2025

Scanning Reading Techniques

Scanning is a reading technique that allows you to quickly locate specific information in a text without reading every word. Here are some tips to master scanning:

1. **Identify Keywords**: Before you start scanning, know what you're looking for. Identify keywords or phrases related to the information you need.

2. **Use Headings and Subheadings**: These can guide you to the relevant sections of the text.

3. **Look for Numbers and Dates**: These often stand out and can help you find specific information quickly.

4. **Read in a Zigzag Pattern**: Move your eyes quickly across the page in a zigzag pattern to cover more ground.

5. **Practice**: The more you practice scanning, the better you'll become at quickly locating information.